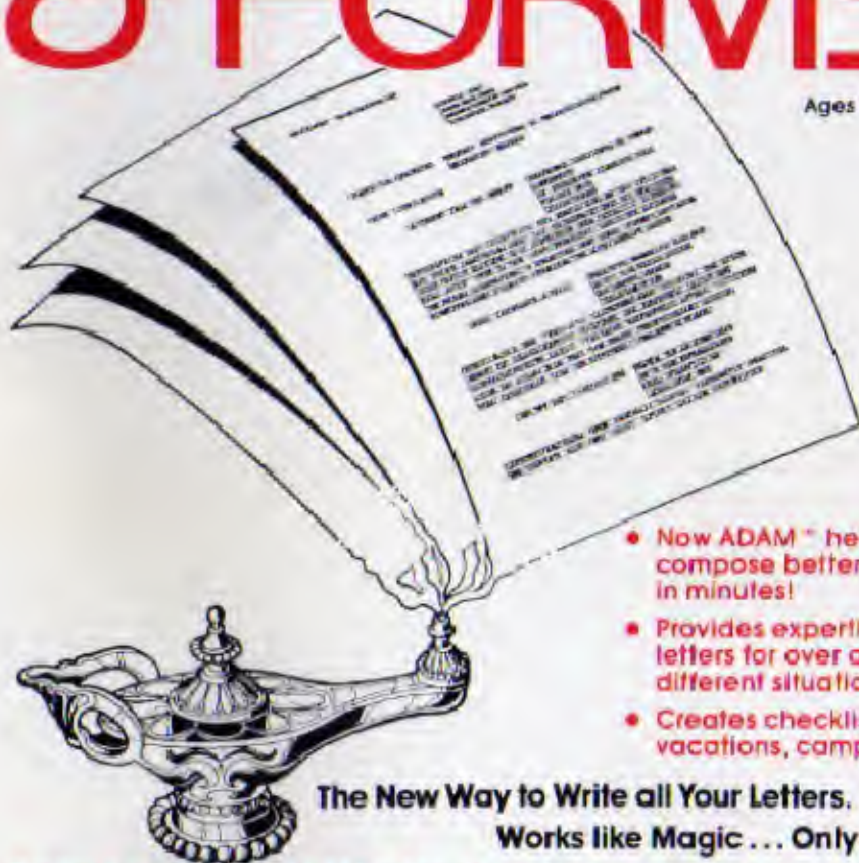


COLECO HOME HELPERS SOFTWARE

Smart

# LETTERS & FORMS™

Ages 10-Adult



- Now ADAM™ helps you compose better letters in minutes!
- Provides expertly-written letters for over a hundred different situations.
- Creates checklists for vacations, camp, etc.

**The New Way to Write all Your Letters.**

**Works like Magic ... Only Better!**

*Digital Data Pack for ADAM™ The ColecoVision® Family Computer System*

Guide No. 14379

Item No. 7805

**COLECO**

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# Letter Power!

SmartLETTERS & FORMS™ is designed for writers who know that the form of their message is as important as the message itself. Call up a form for the letter you want and type in the words that make it fit your situation. Are you unsure of how you want to phrase your letter? Call in a sample letter that covers the situation you're writing about.

For each type of letter in SmartLETTERS & FORMS™, there is a partially filled out form and a completed sample letter that shows the proper format and possible wording. On each form, there are labeled blanks that tell you what type of information to insert

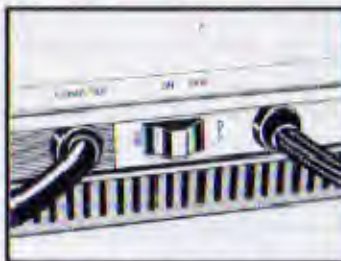
there. Everything you need to create the perfect letter is at your fingertips!

When your letter is the way you want it, store it on a blank data pack or disk. Print out copies as needed on your ADAM™ printer, using the paper or cards of your choice. Use your imagination and creativity to produce professional-looking results.

Want a break from high-tech? Call in the SmartLETTERS & FORMS™ story mode and read a story constructed from the sample letters. SmartLETTERS & FORMS™ isn't just a computer utility. It's fun!



# Getting Started



POWER SWITCH



INSERT DIGITAL DATA PACK



COMPUTER RESET BUTTON

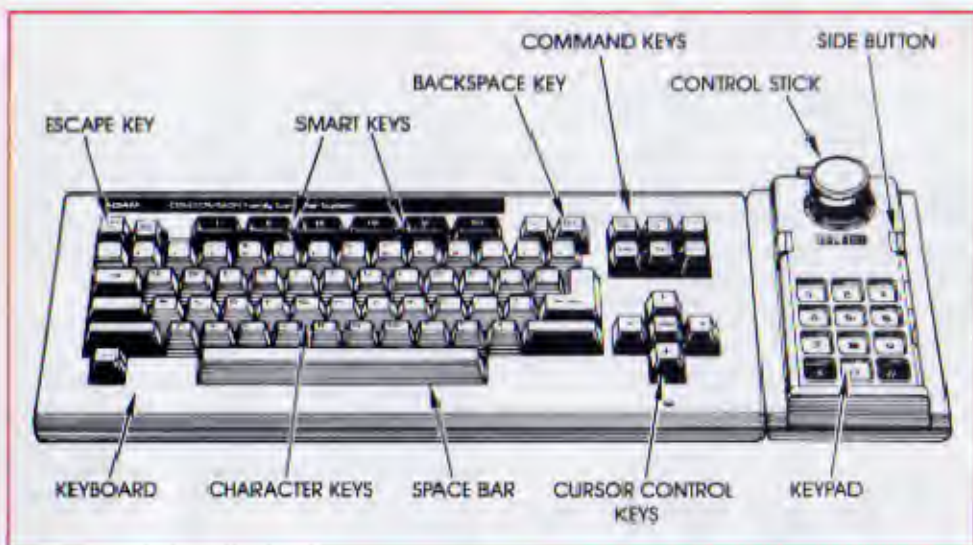
**DO NOT REMOVE DATA PACK OR DISK WHILE DRIVE IS OPERATING! DO NOT TURN POWER ON OR OFF WHEN A. DATA PACK OR DISK IS IN THE DRIVE!**

## Here's how to load SmartLETTERS & FORMS™ into your ADAM™

1. Turn ADAM™ on by pressing the power switch located at the back of your printer.
2. Turn your television or monitor on.
3. Insert your SmartLETTERS & FORMS™ Digital Data Pack or disk into one of the drives. Close the drive door.
4. Press the Computer Reset Button.
5. Your SmartLETTERS & FORMS™ program is now loading. When the SmartLETTERS & FORMS™ Title Screen appears, the program is ready to use.
6. Now you're ready to select your letters and start typing in the information.

### CAUTION

Your digital data packs and disks are sensitive. Keep them away from magnets, your ADAM™ printer, TV set, telephone or any other electrical device. Protect them from dust, water and extreme temperatures.



**1. SmartWriter™** You can use many of the SmartWriter™ commands and functions with your letters. You can Search, Store, Insert, Print, Delete and Undo. However, you cannot 'get' files from another program, you cannot use MOVE/COPY or CLEAR and you cannot alter your margins or screen presentation. If this presents a problem, store your form on a blank disk or digital data pack. Then call up SmartWriter™ and get your form to take full advantage of ADAM's™ word processor.

**2. Smart Keys** The six Smart Keys located across the top of your keyboard match the six Smart-Key labels that appear at the bottom of your screen throughout the Smart-LETTERS & FORMS™ program. Use these keys to carry out the various commands and functions described in this instruction guide. Don't worry if you hear a buzz when you press one of the Smart Keys. That's ADAM™ telling you that you can't carry out the function you had in mind, at the time you pressed the Smart Key.



# Selecting Your Letter

SmartLETTERS & FORMS™ has the right letter for you! The Smart-Key labels give you a choice of four collections of letters and a story option (see page 12 for Stories). Press the appropriate Smart Key to see the directory of letters from which you can choose the exact letter you want. (See the Directory on page 13 of this instruction guide for a complete list of available letters in each category.)



SmartLETTERS & FORMS™  
Selection Smart-Key labels

## Social Letters

Press Smart Key II to see the Directory of Social Letters. Social letters include formal and informal invitations, thank-you notes, notes of sympathy and congratulations. Check out the list! You'll find just the form you need for all your personal communications.

## Letters to Businesses

Press Smart Key III to see the Directory of Personal Business Letters. We've included resumes, complaints, letters requesting appointments, and many, many more. Businesses will pay attention to your correspondence because your format will fit the words.

## Check Lists

Press Smart Key IV to see the Directory of Check Lists. Everyone is a list-maker at one time or another. With this selection of Check Lists, you'll be sure to remember all those things you would hate to forget!

Check Lists are inventories of charge cards, valuables, or the contents of your safe deposit box. There are packing lists, lists of things to do before taking a vacation, even a "things to do for your car" list. This could easily be the handiest part of SmartLETTERS & FORMS™.



## Miscellaneous Letters

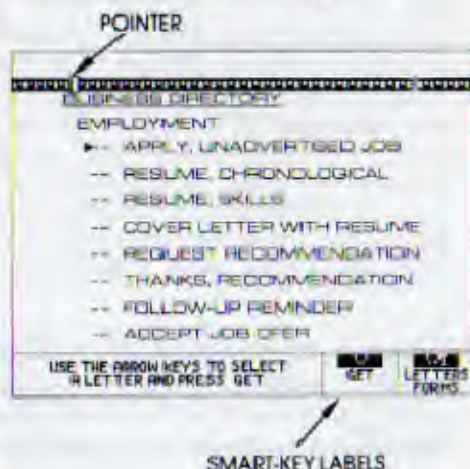
Press Smart Key V to see the Directory of Miscellaneous Letters. These include letters of opinion to the president, legislators, and newspaper editors. Naturally, you can create an agree or a disagree letter for each!

We have also included letters that announce the formation of your club, request donations, even a letter to excuse your child's absence from school. When the college years arrive, your child can use the forms in this category to request college catalogues, transcripts, and recommendations. Good old Miscellaneous!

## Getting the letter

Once you select a directory, use the up and down arrow keys to move the pointer to the letter or checklist you want. You can scroll down the list to see more choices when you reach the bottom of the screen. When the pointer is beside the one you want, press the GET Smart Key. In a few seconds, the form will appear on the screen. Suppose you don't like the

choice you made. Press the LETTERS FORMS Smart Key to call up the SmartLETTERS & FORMS™ Selection Smart-Key Labels again.

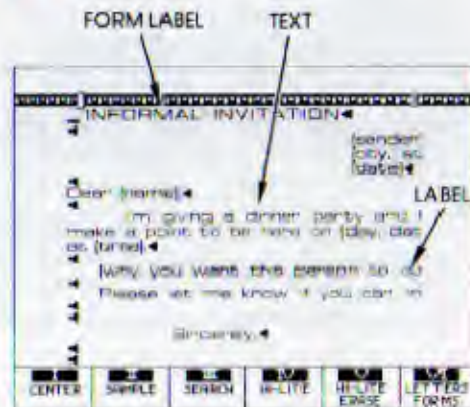


# Using Your Letter

## Proper form

Take a look at the form for the letter you requested. The label at the top should match what you requested from the directory. Beneath this is the form itself.

All forms consist of text and labels. You can overstrike or delete any text in the form, and you can insert the information indicated by the label. You can't delete or overstrike a label.

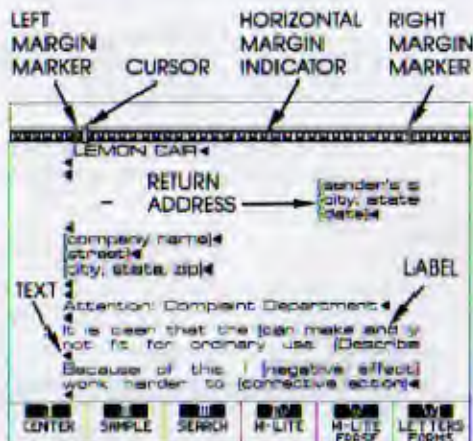




## MOVING WINDOW

### Where's the roller?

Welcome to ADAM's™ moving window display! The familiar roller is gone, and the cursor is in the upper left corner of the text. You can use the arrow keys to move the cursor to any text character on the screen. What's more, you can scroll to text above, below and to either side of the screen. This is ADAM's™ moving-window effect. The screen becomes a window over your text. Let's see how it works:



With a form on screen, use the right arrow key to move your cursor to the rightmost character you can see on the screen. Now press the right arrow

key again. Your cursor jumps to the left four spaces, and four more characters appear on every line on the right. Now look at the left side of your screen. The first four characters on every line are gone.

Keep pressing the right arrow key, but watch the horizontal margin indicator as you do. Stop just before the horizontal margin indicator hits the right margin marker. Now press the right arrow key one or two more times. Your window is back to where it started. The horizontal margin indicator appears on the left margin marker. Your text cursor appears on the leftmost text space, but on line two.

### Scanning your form

Now that you understand how moving window works, here's a trick of the trade: If you want to scan an entire letter, beware Return Symbols! Holding the right arrow key down will move your cursor through the form quickly, but if the cursor hits a return character, watch out! The cursor jumps to the next line, just as if it had hit the right margin. To avoid this "Right Margin Effect" of return characters, move your cursor slowly on a long text line. When you come to a return character, press the down or up arrow and then move the cursor past the return character.



## TEXT EDITING

You may use the SmartWriter™ text editing functions available to you, including overstrike, back-space, space bar, delete and cursor movement with arrow keys.

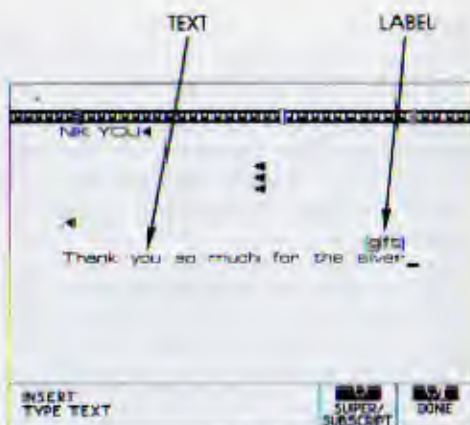
### Front and Center

SmartLETTERS & FORMS™ has added a special feature for use in formal invitations, announcements, acceptances and regrets: the CENTER Smart Key. Just move your cursor to anywhere on the line to be centered and press the CENTER Smart Key. The line you selected will appear centered on the screen and it will print centered on your paper. Repeat this process for each line in the form that you want centered.

## LABEL EDITING

### Insert!

Remember, you must insert information in the labels. The best way to do this is by pressing the TAB key. Your cursor goes to the next label in the form, and ADAM™ automatically enters the Insert mode. The other way to insert label information is to use your arrow keys to move your cursor to any part of a label and press the INSERT command key.



When ADAM™ is in the Insert mode, all text to the right of your cursor disappears. ADAM™ creates a blank line above your text line, and the label bounces into this blank line. Here it reminds you of the type of information you should enter.

### Finishing touches

Press the DONE Smart Key when you've finished inserting text under the label. The label and the blank line above your text line disappear. The rest of the text of the letter reappears with the inserted text. The Text Editing Smart-Key Labels return to the screen. You are no longer in Insert mode.

## Next!

Press the TAB key to move your cursor to the next label. When the cursor arrives at the label, ADAM™ automatically enters the Insert mode. Type in your information and press the DONE Smart Key, just as before.

If you don't want to type the information called for by a particular label, tab to it and press the DONE Smart Key. The label will disappear, and will not be printed or stored with your letter. If you don't remove the label in this manner, ADAM™ will print or store a space for each character in the label. Check your form for stray labels before starting the print or store functions. Remember, you can't delete or overstrike a label.

## Samples!

Would you like to see how a professional writer would write a thank-you note? Press the SAMPLE Smart Key. ADAM™ replaces your form letter with a professionally written letter based on the form you selected. When you're done looking, press the FORM Smart Key to return to your form letter. You might want to have the sample before you, as you compose your own letter. Just press the PRINT command key to print out the sample letter (see PRINTING & STORING).

THANK YOU

[sender's address, city, state, zip]

Dear [name]

Thank you so much for the [gift]

[describe pressure you expect from g]

Again, thank you

All the best

[signature]

CENTER SAMPLE SEARCH H-LITE H-LITE LETTERS FORMS

## Escaping

Just as with SmartWriter™, you can press the Escape/WP Key to stop unwanted word processing functions. Pressing Escape/WP while a form or sample appears on the screen terminates the function underway. The Text Editing Smart-Key Labels will return to the screen.

## Is it right?

Check your form before you print or store. Did you fill in each label? Are there any return symbols where you don't want them? Are there extra spaces in the text? Give your text the once over before you commit it to paper or storage. Use the SmartWriter™ text editing commands to perfect your form.



# Printing & Storing

## It's a print!

When you're satisfied with a letter you've typed, you'll want to print it out and see the result of your work. Insert your paper or card into the ADAM™ printer. Press the PRINT command key, then press the PRINT Smart Key. That's all there is to it! If you want ADAM™ to stop printing before the letter is finished, press the STOP PRINT Smart Key. To continue printing, press the PRINT Smart Key again. The ADAM™ printer stops automatically at the end of your letter, and the SmartLETTERS & FORMS™ Selection Smart-Key Labels reappear.

## Save it for a rainy day

You can also store your form or sample letter on any blank disk or digital data pack. This is useful if you wish to change margins, tabs, or line spacing, or if you wish to work in the SmartWriter™ standard format. Once the form is stored, you can also call it into Coleco's SmartFILER™ or ADDRESS BOOK & AUTO DIALER™ programs. There you can combine the form with the database of your choice in a mail merge (see the instruction guides for these programs for details).

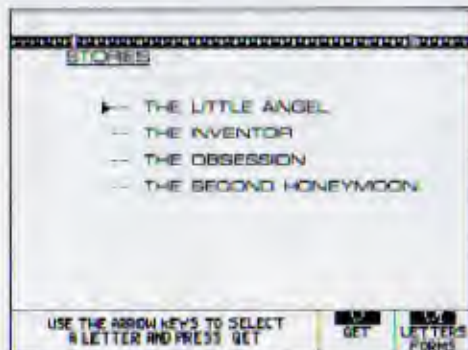
To store, remove the SmartLETTERS & FORMS™ disk or data pack from the drive and insert your blank disk or digital data pack into its drive. Press the STORE/GET command key, then press the STORE WORK SPACE Smart Key. ADAM™ stores the letter automatically. (You can also store samples.) When the storing process is over, the SmartLETTERS & FORMS™ Selection Smart-Key Labels reappear.

(For more information on printing and storing with your ADAM™ printer, refer to the SmartWriter™ instruction guide.)

# Story

## The stories of your life

Let ADAM™ weave a story for you out of sample letters. Press the STORY Smart Key to see a directory of stories. Use the up and down arrow keys to move the pointer to the story you want, then press the GET Smart Key.



## Next episode

When you finish reading the story letter on the screen, press the NEXT LETTER Smart Key. ADAM™ presents the next letter in the story. If this is the last letter in the story, the directory reappears, and you can select another story. Or, anytime you wish to stop reading stories and use Smart-LETTERS & FORMS™, press the LETTERS FORMS Smart Key. The SmartLETTERS & FORMS™ Selection Smart-Key Labels reappear.

P.S. Pressing the Escape/WP Key in STORY mode has the same effect as pressing the LETTERS FORMS Smart Key.



# Directory

## Social Directory

### Invitation

- Formal
- Informal
- Dinner
- Party
- Graduation
- Bridal Shower

### Acceptance

- Formal
- Informal

### Regret

- Formal
- Informal

### Thank You

- Gift, General
- Gift, Anniversary
- Gift, Birthday
- Dinner
- Favors
- Stay in Home
- Condolences

### Bridal Thank You

- Gift, Money
- Gift, Object

### Congratulations

- General

### Praise

- General
- Job Well Done

### Announcement

- Birth
- Wedding

### Sympathy

- Disappointment
- Illness
- Death
- Formal Reply

## Business Directory

### Employment

- Apply, Unadvertised Job
- Resume, Chronological
- Resume, Skills
- Cover Letter with Resume
- Request Recommendation
- Thanks, Recommendation
- Follow-up Reminder
- Accept Job Offer
- Reject Job Offer

### Request Information

- Information, Product
- Information, Services
- Information, Gov't
- Medical Records
- Free Materials

### General

- Thanks to a Business
- Confirm Lost Credit Card
- Request Credit
- Explain No Payment
- Receipt

### Complaint

- Product
- Lemon Car
- Goods Not Received
- Services
- Returning Merchandise
- Bill

### Appointments

- Making Appointment
- Cancel Appointment

### Accommodations

- Making Reservations
- Cancel Reservations

# Directory (Continued)

## Offer

- Acceptance
- Rejection
- Counter Offer

## Order

- Bargaining Letter
- Place Order
- Inquire, Status of Order
- Cancel Order
- Return Merchandise

## Check List Directory

### General

- Shopping List
- Important Dates
- Legal Papers Inventory
- Safe Deposit Inventory
- Charge Accounts

### Household Inventory

- Valuables

### Vacation

- Before You Leave, Check
- By Car, Check
- By Car, Pack
- Overseas, Check
- Overseas, Pack
- Summer Camp, Pack
- Camping, Pack

### College

- Pack List

### Moving

- Before You Leave

## Miscellaneous Directory

### General

- Change of Address
- Letter to the Editor
- Opinion to the President
- Support Stand
- Oppose Stand

### School

- Explain Child's Absence
- Explain Late Homework

### College

- Request Catalog
- Request Application
- Request Recommendation
- Request Transcript
- Thanks After Interview
- Accept Admission
- Reject Admission
- Request Leave of Absence

### Club or Organization

- Formation
- Invitation to Join
- Meeting Announcement
- Recommend Membership
- Resignation
- Soliciting Donations

## Stories

- The Little Angel
- The Inventor
- The Obsession
- The Second Honeymoon



## 90-DAY LIMITED WARRANTY

Coleco warrants to the original consumer purchaser in the United States of America that this digital data pack or disk will be free of defects in material or workmanship for 90 days from the date of purchase under normal in-house use.

Coleco's sole and exclusive liability for defects in material and workmanship shall be limited to repair or replacement at an authorized Coleco Service Station. This warranty does not obligate Coleco to bear the cost of transportation charges in connection with the repair or replacement of defective parts.

This warranty is invalid if the damage or defect is caused by accident, act of God, consumer abuse, unauthorized alteration or repair, vandalism, or misuse.

**Any implied warranties arising out of the sale of the digital data packs or disks including the implied warranties of merchantability and fitness for a particular purpose are limited to the above 90 day period. Coleco shall in no event be liable for incidental, consequential, contingent or any other damages.**

This warranty gives you specific legal rights, and you may have other rights which vary from State to State. Some states do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you.

## SERVICE POLICY

Please read your Manual carefully before using the product. If your digital data pack or disk fails to operate properly, please refer to the trouble-shooting checklist in the Owner's Manual for your particular video system. If you cannot correct the malfunction after consulting the trouble-shooting checklist, please call Customer Service on Coleco's toll-free service hotline: 1-800-842-1225 nationwide. This service is in operation from 8:00 a.m. to 10:00 p.m. Eastern Standard Time, Monday through Friday.

If Customer Service advises you to return your digital data pack or disk, please return it postage prepaid and insured, with your name, address, proof of the date of purchase, and a brief description of the problem to the Service Station you have been directed to return it to by the toll-free service information. If your digital data pack or disk is found to be factory defective during the first 90 days, it will be repaired or replaced at no cost to you. If the digital data pack or disk is found to have been consumer damaged or abused and therefore not covered by the warranty, then you will be advised, in advance, of repair costs.

If your digital data pack or disk requires service after expiration of the 90 day Limited Warranty period, please call Coleco's toll-free service hotline for instructions on how to proceed: 1-800-842-1225 nationwide.

**IMPORTANT: SAVE YOUR RECEIPTS SHOWING DATE OF PURCHASE.**



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# Smart LETTERS & FORMS™

## The Disk Version

The disk version of SmartLETTERS & FORMS™ is divided into two disks. Disk One contains the SmartLETTER & FORMS™ program and all letters included in the Social and Check Lists categories. Always use Disk One to load SmartLETTERS & FORMS™ into your ADAM™. Disk Two contains all letters included in the Personal Business, Miscellaneous, and Story categories.

### Load Up!

Load SmartLETTERS & FORMS™ using Disk One only. Do not attempt to load the program from Disk Two. Follow these steps:

1. Make sure no digital data packs or disks are in any of the drives.
2. Turn on your TV or monitor.
3. Turn on the Disk Drive by pressing the power switch on the front of the drive.
4. Turn on ADAM™ using the power switch located at the back of the printer.
5. Open the disk drive latch, insert the SmartLETTERS & FORMS™ Disk One with label facing up and write-protect notch to the left, then close the latch.
6. Press Computer RESET.

Remember, do not attempt to remove the disk while drive is operating. Do not turn power on or off when a disk is in the drive. Consult your Disk Drive Owner's Manual for more information.

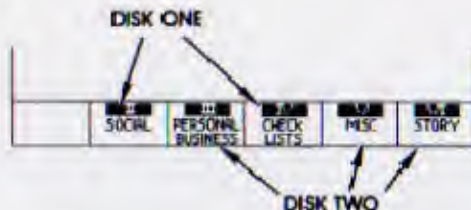


INSERT DISK ONE

(over)

## Getting the letter

Once you select a directory, use the up and down arrow keys to move the pointer to the letter or check-list you want. You can scroll down the list to see more choices when you reach the bottom of the screen. When the pointer is beside the one you want, press the GET Smart Key.



**SmartLETTERS & FORMS™**  
Selection Smart-Key Labels

Remember, the SMARTLETTERS & FORMS™ program is divided into two disks. If you press the GET Smart Key to call in a form that is not on the disk you have in the drive, ADAM™ displays the following message in the Smart Key message area: PLEASE INSERT DISK (disk number) AND PRESS THE GET SMART KEY AGAIN.

If you have the right disk in the drive, the form will appear on the screen in a few seconds.

**COLECO**

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